

1 **\MINUTES OF MEETING**

2 **WATERLEAF**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Waterleaf Community Development
5 District was held on Monday, January 10, 2022 at 6:01 p.m. at The Alley at Southshore Bay, 10221 Big
6 Bend Road, Riverview, Florida 33578.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. Krause called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Bob Neal	Board Supervisor, Chairman
11	John Daux	Board Supervisor, Vice Chairman
12	Rebecca Smith	Board Supervisor, Assistant Secretary
13	Bob Crespo	Board Supervisor, Assistant Secretary
14	Bob Bernardo (<i>via phone</i>)	Board Supervisor, Assistant Secretary

15 Also present were:

16	Larry Krause	District Manager, DPFG Management & Consulting
17	Neysa Borkert	District Counsel, Garganese, Weiss, D'Agresta & Salzman
18	Steve Stafford (<i>via phone</i>)	Artemis/Breeze

19 *The following is a summary of the discussions and actions taken at the January 10, 2022 Waterleaf CDD*
20 *Board of Supervisors Regular Meeting.*

21 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

22 The Pledge of Allegiance was recited.

23 **THIRD ORDER OF BUSINESS – Audience Comments**

24 There being none, the next item followed.

25 **FOURTH ORDER OF BUSINESS – Business Matters**

26 A. Old Business

27 1. Discussion of Update on Curb Staining at 12027 Cinnamon Fern Dr.

28 Mr. Neal noted that the homeowner had still not removed the stain from the curb. In
29 response to a question from Ms. Borkert, Mr. Neal stated that he would like for a follow-
30 up letter to be sent to the homeowner. He stated that he would like for the letter to indicate
31 that if the curb was not clean by February 1 that a vendor would clean the curb and the
32 homeowner would receive the bill.

33 In response to a question from Mr. Daux, Ms. Borkert indicated that the homeowner had
34 been unable to be contacted. Mr. Daux asked how many attempts of delivery were made
35 for certified letters. Ms. Borkert stated that she did not know but confirmed that the regular
36 mail letter had arrived at the resident's home.

37 2. Exhibit 1: Discussion of Update on CDD Property Erosion at 13330 Waterleaf Garden
38 Circle

39 Mr. Krause stated that the erosion issue had been fixed. He added that he had received a
40 call from D.R. Horton that he believed was in regard to this property and indicated that he
41 would call back the next day for more information.

Mr. Daux mentioned that the homeowner was pursuing compensation from D.R. Horton. He stated that he had recommended that she speak with D.R. Horton regarding this matter.

Ms. Borkert asked if the final invoice had been sent to the homeowner to which Mr. Krause indicated that it had not been sent as of yet. Ms. Borkert recommended that Mr. Krause send the final invoice via email and request that she pay within 30 days. Ms. Borkert stated that she could send out a letter if payment was not received within this timeframe. She explained that this would allow the homeowner to send the bill to whoever she thought was responsible for the damage.

3. Update of Discussion on Fountain Renovation and Painting

Ms. Smith noted that there were column caps as shown on the rendering that she notes are subject to discussion, as she did not believe they were in the budget. Mr. Neal indicated that he thought the caps would be within scope and that this could be confirmed with Mr. Stafford.

In response to a question from Mr. Neal, Ms. Smith confirmed that Mr. Stafford had approved of the rendering.

Ms. Smith reviewed the fountain options and informed the Board that the color team had decided to use bronze green for the columns and across the top of the fountain in addition to a dark charcoal color for the pond around the front of the fountain. She stated that the color team preferred black lettering over the bronze green lettering option. Ms. Smith additionally explained that there would be 4 bubblers and a waterfall over the word "Waterleaf."

Mr. Neal requested for the water cascading to be revised to come out from between the top dark color and the lettering. Ms. Smith stated that she would check if this would be possible.

A resident asked if the waterfall would obscure the view of the name of the District. Mr. Neal indicated that the flow of the water could be adjusted so that the water would not obscure the name of the District.

Ms. Smith stated that she had incurred the expense of the rendering in the amount of \$100.00 and indicated that she would submit an invoice if the Board would like to reimburse her for this cost.

Ms. Smith recalled that some individuals had expressed that they would like to use the old gold sign for the fountain. She explained that the District no longer had access to the script and indicated that the majority of the community would prefer to move forward with a more modern sign.

Mr. Daux thanked Ms. Smith and her group for their effort and stated that he would like for the Board to reimburse Ms. Smith.

Mr. Neal asked for the Board's opinion on the chosen colors. Multiple supervisors commented positively on the chosen base colors. Mr. Crespo expressed that he liked the black lettering option. Mr. Daux indicated that he would prefer the green lettering. Discussion ensued regarding the color options.

Ms. Smith noted that no additional motors or equipment would need to be purchased for the proposed changes to the fountain. She additionally mentioned that the shimmer effect that the Board had discussed at the previous meeting was not shown in the rendering but indicated that the color team had approved of the idea of a shimmer effect.

Ms. Smith stated that she would request for the rendering to be updated to have 2 bubblers moved to the back, fountains moved to the front, and to have the waterfall over the letters. Mr. Neal asked if the Board would like to move forward with this project. In response to a comment from Mr. Daux, Mr. Neal indicated that he did not believe the price would change with the proposed changes.

Mr. Neal noted that at the earliest this project could not be scheduled until March, and expressed that he would like to speak with Mr. Stafford. Ms. Smith commented positively on Mr. Stafford's assistance with this project.

On a MOTION by Mr. Crespo, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved the reimbursement of \$100.00 to Ms. Smith for the fountain rendering, for the Waterleaf Community Development District.

Following Mr. Stafford joining the meeting, Mr. Neal recalled discussions about some ornamental orb caps, and asked whether this could be considered within the scope of work. Mr. Stafford stated that he could run this by the vendor and commented positively on the drawing. Ms. Smith added that she could provide the Sherwin-Williams color numbers to Mr. Stafford.

4. Discussion of Bridge Rail Painting and Cleaning

Mr. Daux commented positively on the repainting of the rails but noted that the area around the boardwalk had not been fully cleaned. Ms. Smith pointed out that the rails were not painted along the bottom.

Mr. Bernardo asked if the work that was done had been reviewed and approved. Mr. Neal confirmed that Mr. Stafford had approved the work and noted that Mr. Krause had requested that Board Supervisors review the work as well. Discussion ensued regarding whether the Board was satisfied with the bridge rail painting. Mr. Crespo indicated that he would like for the vendor to finish the job.

Mr. Neal indicated that \$5,500.00 had already been paid as a goodwill gesture to Fireman Tom, and Mr. Krause confirmed payment was made in that amount.

Ms. Smith suggested that the Board withhold 10% of the remaining invoice until the project was properly completed. Mr. Neal stated that he would like to withhold \$500.00 to which the rest of the Board agreed.

On a MOTION by Mr. Neal, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board approved the payment of all remaining invoices from Fireman Tom for the Bridge Rail Painting and Cleaning, excluding \$500.00 to be paid upon project completion, for the Waterleaf Community Development District.

Following the motion and Mr. Stafford joining the meeting, Mr. Neal informed Mr. Stafford that the Board had agreed to a \$500 hold-back, and requested for him to work with Fireman Tom to address touch-up punch list items. Mr. Neal acknowledged that the Board considered the condition of the bridge to be improved.

5. Consideration of Quote for Amenity Center Painting – *To Be Distributed*

Mr. Neal reviewed the details of the proposal, which included pressure cleaning, sealing, patching, caulking, and application of paint coating to stucco masonry surfaces of the clubhouse exterior and pergolas. He noted that an area behind a counter needed to be painted and that he was not certain if the ceiling or trim work would be included in this

proposal. He added that he would like to have an estimate on how long the amenity center would need to be closed while this project was worked on.

Following Mr. Stafford joining the meeting, Mr. Neal noted that the proposal included pergolas in the scope, which he suggested may contradict language specifically relating to painting applying only to the stucco masonry surfaces of the clubhouse. Mr. Neal noted that Waterleaf CDD had been incorrectly identified as an HOA. Mr. Neal asked for clarification whether a wood/particle board area by the counter where the pool attendant sat would be painted, which Mr. Stafford believed to be the case. Mr. Neal requested that the proposal be revised for language to clarify the factory finished items that would be excluded from the scope, additionally commenting on trim, shutters, and a ceiling lapboard area. Mr. Stafford stated that he would meet at the location to go over the scope and make sure everything attached to the building would be included. Mr. Neal asked whether Mr. Stafford had an estimate as to how long the painting would take, as the amenity center would be closed during this time. Mr. Stafford stated that he did not anticipate the job taking more than a couple of days. Mr. Neal suggested communicating the closure out to the homeowners. Mr. Neal asked for this to be completed by the end of Q1 2022, though commented that sooner would be ideal. Mr. Bernardo asked about the color palette to be used, and Mr. Stafford stated that a color sample would be given on the kitchen wall to ensure a good match. Mr. Neal asked for clarification on language stating that payments were "to be negotiated", stating that he felt it was unclear what was being negotiated and with whom. Mr. Stafford suggested that this may be related to the initial deposit, and Mr. Neal recommended laying out the vendor's deposit expectations. Ms. Smith asked about the boilerplate agreement that had previously been discussed, and Mr. Krause stated that the boilerplate would generally be for vendors that the District did not frequently work with; Mr. Neal commented that the District has never worked with VICE Painting. Ms. Smith suggested for the vendor to use the District's agreement. Mr. Neal asked whether VICE Painting would also be working on the mailboxes, which Mr. Stafford confirmed, noting that the vendor had presented [the proposal] last month.

On a MOTION by Mr. Daux, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board approved the VICE Painting Amenity Center Painting proposal, pending clarification on language in reference to what specifically would be painted and to negotiating payments, determination of the dates that VICE Painting would be available to work, and the vendor's signing of the District's boilerplate agreement, for the Waterleaf Community Development District.

6. Discussion of Update on Quote for Sidewalk Repairs

This item was tabled to the next meeting, as there was no update.

7. Discussion of Update on Bill of Sale of Two (2) Pond Fountains to Liberty Field HOA

Mr. Krause indicated that he would check with Ryan Zook from D.R. Horton for an update on the Bill of Sale. This item was tabled to the next meeting.

8. Discussion of Update on Removal of Crosswalk on Frost Aster

Mr. Stafford stated that VICE Painting had been supposed to send documents over related to the crosswalk. Mr. Stafford stated that he had asked the vendor for estimates to address the whole area and a small swatch for comparison. Mr. Stafford noted that some of the old crosswalk was bleeding through, and suggested that it may be worthwhile to address the whole area once estimates were received.

This item was tabled, pending receipt of estimates.

9. Exhibit 2: Presentation & Consideration of Amenity Hours Signage

A resident asked why the pool closed early in August and September. Mr. Neal explained that this was due to the sun setting earlier during these months. Ms. Smith expressed that she would like to implement more clearly defined hours for the pool.

The Board reached a consensus agreement to move forward with the signage.

10. Maintenance Map Update – Tonja Stewart

Mr. Neal recalled that the Board had requested an update on the maintenance map at the previous meeting. Ms. Stewart was not present to provide an update.

11. Gate Rusting Update

Mr. Neal brought up gate rusting that had been discussed at the previous meeting. He requested for this item and the maintenance map update to be included under Old Business.

Following Mr. Stafford joining the meeting, Mr. Neal asked whether Gate Pros had come out to perform work on the gate hinge. Mr. Stafford confirmed this, though noted that the crew had not had enough people to lift the gate off the hinges at the time, stating that addressing the hinges was still scheduled.

B. New Business

1. Exhibit 3: Discussion of Large-Scale Events Policies & Procedures

Mr. Krause informed the Board that the insurance company had sent suggestions to amend the current amenities policies. Ms. Borkert recommended workshopping this item as well as including a representative from the field team and the insurance company. In response to a question from Mr. Neal, Ms. Borkert explained that the Board could hold a Workshop Meeting or appoint a single Board Member to work with staff.

Mr. Neal asked the rest of the Board if they would like to consider holding large events within the community. Mr. Daux stated that he would not, citing concerns of wear and tear to the community.

Mr. Neal explained that large events would include the pop-up markets and the Santa's Workshop event. Mr. Daux stated that he would not consider these large-scale events. Mr. Krause asked if certain events could be covered under the current amenity policies.

Mr. Neal expressed that he would like the Board to come to an agreement regarding the size of private events. Mr. Daux indicated that he would like to limit private events to 50 people.

Ms. Borkert pointed out that only members were permitted to reserve the facilities and that capacity was limited to 75% of the allowable capacity, according to the current amenity rules. Mr. Neal noted that maximum capacity had yet to be determined. Discussion regarding how to determine maximum capacity ensued. Ms. Borkert explained that she could use square footage to determine maximum capacity. This item was tabled, pending the outcome of Ms. Borkert's findings.

2. Exhibit 4: Consideration of Brightview Oak Tree Installation Proposal - \$234.00

Mr. Neal explained that these trees had to be replaced several times due to the lack of irrigation lines in this area. He recalled that Brightview had put in hydration diapers for slow-release watering to try to keep the trees alive but that they had not been successful.

Mr. Daux indicated that he would like for the trees to be replaced at a later time due to the low precipitation levels, though commented that he felt that walkway symmetry was

important. Mr. Neal suggested replacing the trees with foliage native to Florida. Mr. Daux expressed that he felt that pine trees would look nice but that oak trees would be better for the size of the area.

Mr. Neal stated that he would not like to proceed with this item but indicated that he would like for Mr. Stafford to see if it would be possible to run an irrigation line in this area. He requested to add a discussion of beautification for this area under Old Business for the next meeting.

Following Mr. Stafford joining the meeting, Mr. Neal relayed the request for him to discuss with Brightview the feasibility of running irrigation through the area. Mr. Stafford indicated that this would not be possible, stating that there was no irrigation around there, and that the nearby areas had been done with Bahia grass which did not require water. Mr. Stafford mentioned running a line, though there is no irrigation out there to connect to, or the CDD would have to tap into a resident's home, neither of which would be ideal.

The consensus is to find a native tree that requires little-to-no water.

3. Discussion of Entrance Gate Closures

Mr. Neal clarified that this was regarding the times the gates were to be closed. Mr. Neal expressed that he felt the back gate should be closed immediately. He recalled that the Board had set the front gate closure to March 1 and mentioned that this gate had cameras. Mr. Neal additionally inquired as to whether the construction had to be entirely done before the gates could be closed.

Mr. Crespo recalled that the Board had discussed potentially having the gate open during rush hours. Mr. Neal indicated that this could be considered at a later time.

Mr. Daux asked how the District would allow contractors to access the community if the gates are closed during their working hours. Mr. Neal indicated that the Board could ask Mr. Stafford to advise them on this matter.

Mr. Neal requested that Mr. Krause find what type of notice the District was required to give D.R. Horton regarding the gate closure.

The Board reached a consensus agreement to immediately close the back gate and to close the front gates on March 1.

Mr. Neal asked who would be responsible for the removal of the flags and signs. Mr. Krause indicated that he would look into this. Discussion ensued regarding rush hour times and potential hours for the front gate to be open. Mr. Daux was appointed to look into rush hour times for Monday through Friday and bring this back to the next meeting. Mr. Neal noted that the back gates would be closed at all times.

Following Mr. Stafford joining the meeting, Mr. Daux brought up concerns regarding the speed at which the gates closed, stating that he felt gates were staying open for too long for them to be effective. Mr. Stafford stated that times could be adjusted, but expressed concerns about future gate strikes with the timing of opening and closing between vehicles. Mr. Neal stated that he was in agreement with Mr. Daux's comments, indicating that he would like for the gates to take half the amount of time they currently take to close. Mr. Neal stated that he wished to move forward with this direction to Mr. Stafford due to feedback from residents, adding that if additional vehicular incidents occurred with the gates, the Board could revisit this discussion.

Mr. Neal also requested the clock on the gates be adjusted for Daylight Saving Time, as they have been reported by residents as opening and closing an hour too early.

4. Exhibit 5: Discussion of Hog Trappers

Mr. Neal noted that the pond closest to Freedom Homes was repeatedly being damaged by hogs. He stated that he would like to have a hog trapper come out and requested input on the length of the contract for the hog trapper.

Mr. Daux expressed concerns that the hogs would come back. Mr. Bernardo agreed and asked how the hogs could be prevented from returning. Mr. Neal stated that the only way to prevent this would be to fence in the community, but recalled that this would not be economically feasible. Mr. Bernardo mentioned that the hogs had been behind his home near Pond 13. The Board agreed to table this item unless the hogs became a safety concern.

Ms. Smith stated that she would like for the landscaped areas to be fixed. Mr. Neal pointed out that the landscaped areas would likely be damaged by the hogs again if these areas were fixed. Discussion regarding potential options on how to deal with the hogs ensued. The Board agreed to table this item unless the hogs became a safety concern.

5. Discussion of Pool Heating Options

This item was tabled, pending a cost estimate from the Field Team.

FIFTH ORDER OF BUSINESS – Staff Reports

A. Amenity & Field Management Services Report

1. Exhibit 6: Field Operations & Amenity Management Report – Breeze

a. Exhibit 7: Presentation of Pool Health Inspection Report

Mr. Neal expressed incredulity regarding a sign violation. Mr. Krause explained that the violation was due to the lettering size on the sign not meeting Health Department requirements.

Following Mr. Stafford joining the meeting, Mr. Neal noted an additional issue with improper chemical bottle labeling, and asked for Mr. Stafford to confer with the appropriate people.

2. Exhibit 8: Pond Report – Sitex

Mr. Neal briefly reviewed the Pond Report, commenting positively that only one pond had been evaluated as “bad”. Mr. Neal requested clarification on whether Sitex had independently decided to start rotating the algaecide used for treatments or if this had been per the request of a resident. Mr. Neal additionally noted that the report referenced the name of the District Manager prior to Mr. Krause.

Following Mr. Stafford joining the meeting, the Board informed him of issues with Pond 17, particularly with the foul smell in the area. Mr. Stafford stated that he believed the pond had been treated, and suggested that staff had sprayed something, and that dead plant material was involved. Mr. Neal requested for Mr. Stafford to get in contact with the pond vendor to determine whether the treatment applied had resulted in the foul smell, or if they had any suggestions to alleviate the issues. Mr. Daux additionally requested for the edge of Pond 20 to be weed whacked on a regular basis following cutbacks.

3. Exhibit 9: Landscape Report – BrightView

B. District Manager

1. Exhibit 10: Discussion of Gate Easement Agreement

Ms. Borkert explained that this agreement granted the Liberty Field at Waterleaf Community Association HOA an easement for the installation, maintenance, and repair of the gate and its surrounding areas. She noted that this agreement could only be terminated by agreement of the District and the HOA. Ms. Borkert additionally stated that the HOA was not permitted to deny access to any member of the public during reasonable community hours.

Mr. Neal stated that he had spoken with an HOA member about upcoming changes to the HOA Board. He noted that the HOA Board would be transferred to resident control in late January.

Mr. Neal asked if an easement agreement was needed for the pond fountains. Ms. Borkert recommended having the HOA sign the Bill of Sale signed before addressing an easement agreement.

C. District Counsel

1. Sunshine Law Presentation – *To Be Distributed*

Ms. Borkert explained that the Open Meetings Law from the Florida Statute indicated that any gathering of two or more members of the same Board discussing a matter that may potentially come before the whole Board was prohibited. Ms. Borkert advised that this extended to any medium of communication, and that this additionally applied to discussions occurring before regular meetings, during recesses, and following meetings. Ms. Borkert added that any meeting needed to be publicly noticed. Ms. Borkert additionally provided an overview of procedural rules for meeting agendas, as well as economic conflict of interest exceptions for voting on motions as would normally be mandatory. Ms. Borkert stated that the public comment period at meetings was typically three minutes per comment. Ms. Borkert explained the punishments associated with violating the provisions of the Sunshine Law, noting an example within the Florida Keys Mosquito Control District. Ms. Borkert noted that any physical-form items could be considered public record, and outlined applicable digital forms of public records, acknowledging that the state records retention laws varied by form of communication. Ms. Borkert provided an overview of the Code of Ethics, noting that received gifts over a certain value threshold as decided by counties and states needed to be disclosed on a specific form.

Mr. Neal asked whether personally distributing vendor proposals he had received to the Board would be permitted. Ms. Borkert stated that one-way communications of this nature would be acceptable, but cautioned against other members of the Board responding, and recommended for the District Manager to primarily handle distribution.

Following the presentation on Sunshine Law, the Board discussed several items with Mr. Stafford. These items were related to fountain renovation ornamental caps, clarification on VICE Painting's quote for painting areas of the amenity center, addressing entry gate timing and rusty hinge conditions, running irrigation through the walkway area by Frost Aster Drive where Brightview intended to install an oak tree, reported issues with improper pool treatment chemical bottle labeling, and poor conditions on Ponds 17 and 20.

Mr. Neal additionally requested for the square foot measurements for interior rentable areas in the amenity center to be taken by Mr. Stafford and sent to District Counsel. Mr. Neal explained that these numbers would help quantify capacity limits for the amenity center rules and regulations. Mr. Daux suggested that the outside field should also be measured, ahead of any planned large-scale events. Ms. Borkert suggested that the Board should make decisions on what events to hold on the

field, with Mr. Neal noting that there was no existing formal language to that extent regarding the field in the guidelines.

D. District Engineer

There being none, the next item followed.

SIXTH ORDER OF BUSINESS – Audience Comments - New Business *(limited to 3 minutes per individual for non-agenda items)*

A resident commented on worsening conditions of the bank on Pond 17. The resident recommended contacting other HOAs and CDDs that had similarly been experiencing wild hog problems to get solutions for how to effectively address them. Mr. Neal indicated that Pond 17 was on the list. The Board commented on the “Good/Bad/Ugly” grading format and overall trends of improvement.

SEVENTH ORDER OF BUSINESS – Administrative Matters

A. Exhibit 7: Consideration & Approval – The December 13, 2021, Regular Meeting Minutes

Mr. Neal noted that Line 63 should mention that the Board gave consensus for Mr. Daux to review with Mr. Stafford and Brightview. He expressed confusion regarding Lines 216 to 217 and stated that something appeared to be missing. Mr. Neal additionally commented that Line 272 had been regards to pool pump repairs, not the pump station. Mr. Neal indicated that he would like to table this item, pending revision of the Meeting Minutes.

(Mr. Stafford left the meeting.)

B. Exhibit 8: Consideration & Acceptance – The November 2021 Unaudited Financial Statements

Mr. Neal asked who in District Management was reviewing bills as they came in to determine that they were reasonable and expected. Mr. Krause stated that he could check in with the company’s Accounts Payable.

On a MOTION by Mr. Daux, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board accepted the November 2021 Unaudited Financial Statements for the Waterleaf Community Development District.
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C. Exhibit 9: Consideration & Acceptance – The December 2021 Operations & Maintenance Expenditures

Mr. Neal indicated that a \$600 water bill was on the listing which would indicate a leak, and expressed concerns about this having been paid without being questioned. Mr. Neal noted that he had checked the water meter and determined that it appeared to have an unusual reading. Mr. Neal additionally stated that he believed some TECO bills were missing, and stated that he would appreciate these being sent over.

EIGHTH ORDER OF BUSINESS – Supervisor Requests

Mr. Neal inquired about the holiday lighting, noting that the vendor had stated that they had not received payment. In response to comments about the lights not being taken down until a later point, Mr. Neal indicated that the vendor was supposed to have been paid on December 1. Mr. Krause indicated that he would look into this. Mr. Daux asked whether there had been a resolution to previous conversations about potentially buying the holiday lights directly. Mr. Neal stated that the vendor had indicated that they were not willing to sell what they had.

Mr. Daux asked when the holiday lights would be taken down. Mr. Neal stated that he believed that the lights would be taken down at the end of January as contractually obligated.

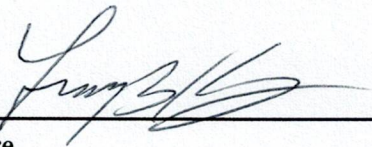
NINTH ORDER OF BUSINESS – Adjournment

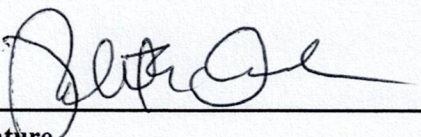
Mr. Neal asked for final questions, comments, or corrections before adjourning the meeting. There being none, Mr. Daux made a motion to adjourn the meeting.

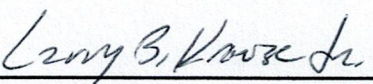
On a MOTION by Mr. Daux, SECONDED by Ms. Crespo, WITH ALL IN FAVOR, the Board adjourned the meeting for the Waterleaf Community Development District.

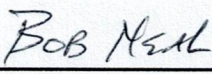
**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on February 7, 2022.


Signature


Signature


Printed Name


Printed Name

Title: ☒ Secretary ☐ Assistant Secretary

Title: ☒ Chairman ☐ Vice Chairman